

Procedures

F. WHEN: COURT JURISDICTION HAS BEEN TERMINATED

Case-Carrying CSW Responsibilities

1. Upon receipt of the Termination of Jurisdiction Minute Order from the Dependency Court:

- a) Document the youth's post-transition residence address with a new start date on the Address Page of the Client Notebook in CWS/CMS and submit a DCFS 280 to the EW/TA requesting that the youth's pre-transition Placement be ended. Use the start date of the youth's post transition residence as the Placement End Date on the request.

NOTE: At the end of each month, DCFS Information Technology Services (ITS) will electronically send CWS/CMS address information to DPSS regarding youth whose jurisdiction was terminated in that month. In order for ITS to gather the current address of the transitioned youth, it is important that the steps in vii) above are taken. If these steps are not taken, DPSS will receive the youth's old pre-transition placement address and the youth's Medi-Cal may be cut off.

- b) If applicable, forward the CalFresh (food-stamps) application (DFA 285-A1) to the office's DPSS CalFresh Outreach worker indicating the court jurisdiction termination date. A DPSS CalFresh Outreach Worker is only available in the following offices: Glendora, South County, Vermont Corridor and Wateridge. All other offices must forward the CalFresh (DFA 285-A1) application to the local DPSS office that serves the area where the youth resides. LAC DPSS Offices <http://lakids.dcss.lacounty.gov/dcss/Resources/index.htm>. If any of the information in the application needs to be updated, ensure that it is done. Document that a CalFresh (food stamps) application has been made on behalf of the youth and the date the application was made in the AFDC-FC page of the Client Notebook.
- c) Close the case on CWS/CMS by completing the End Case Notebook. The following Case Closure reasons are available to facilitate the identification of NMDs that are and are not eligible to re-enter foster care based on their age. Select the reason that accurately identifies the youth:
 - "NMD Eligible for Reentry" must be selected when a NMD's case is closed and that youth is eligible for re-entry.
 - "NRLG Eligible for Reentry" must be selected when the non-minor is exiting from a juvenile court ordered Non-Related Legal Guardian's home and eligible for re-entry to that guardian's home.

- “Age Limit Exit” must be selected when a NMD is exiting EFC for the last time due to having reached the age limit of 21.

- d) Close the case per existing Procedural Guide 0080-502.25, Assessment Process to Terminate Child Welfare Services.

SCSW Responsibilities

1. Ensure that all critical and required items are completed prior to case closure to avoid the possibility of the youth being deprived of needed services.

Critical elements include (but are not limited to):

- a. SSI Screening and referral when appropriate.
- b. SIS referral and proof of citizenship or legal residence, if applicable.
- c. Extended Medi-Cal or other health insurance.
- d. CalFresh application has been submitted when appropriate.
- e. DPSS data transfer of youth’s residence address

Required elements include (but are not limited to):

- CWS/CMS documentation such as NYTD, etc.
2. Ensure that all of the required actions on behalf of a transitioning youth in Sections A, C, D and E including all the required elements of the 90-day Transition Plan are completed prior to case closure.